

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

LIBRARY TECHNICIAN

JOB DESCRIPTION

Employees in this class series assist professional librarians in maintaining state or departmental libraries. Employees also provide requested assistance to patrons of the library. Some positions in this class series may be responsible for the library without the benefit of supervision from a professional librarian.

There are four classifications levels in this job.

Position Code Title – LIBRARY TECHNICIAN-E

Library Technician 8

This is the entry level. The employee performs a range of library technician tasks under close supervision while developing the required skills and learning the work methods, processes and procedures.

Library Technician 9

This is the intermediate level. The employee works in a developing capacity with increased responsibility for providing a range of library technician duties.

Library Technician E10

This is the experienced level. The employee performs a full range of library technician activities and uses considerable independent judgement in making decisions where guidelines are applied to a variety of situations.

Position Code Title – LIBRARY TECHNICIAN-A

Library Technician 11

This is the advance level technician. The employee at this level serves as a lead worker responsible for assigning and directing the work of lower level technicians, or as a senior Worker, performing Library Technician assignments recognized as the most complex. Senior level employees perform complex assignments beyond those expected at the experience level which have been approved by Civil Service.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every

LIBRARY TECHNICIAN

PAGE NO. 2

position are included, nor is it expected that all positions will be assigned every duty.

Assists professional librarians in gathering materials for reference and biographical use, and in shelf-listing books.

Assists library patrons in the use of card catalog and indexes, or in locating materials.

Selects and requests the acquisition of library materials.

Catalogs books and other library materials.

Performs searches in the cataloging and order process.

Selects materials for pamphlet and clipping files.

Reads professional literature and participates in in-service training to keep informed on current materials and library developments.

Maintains records, prepares reports, and composes correspondence related to the work.

Performs related work appropriate to the classification as assigned.

Additional Job Duties

Library Technician 11 (Senior Worker)

Regularly processes the most complex tasks.

Explains work instructions to other technicians, adapting guidelines to the assignment as necessary.

Library Technician 11 (Lead Worker)

Coordinates the work of the unit by determining priorities, scheduling and assigning work, and overseeing the completion of work.

Assures that the work meets quality and production standards by reviewing the work for accuracy and proper completion and monitoring output.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the 8 and 9 levels; however, considerable knowledge is required at the E10 level, and thorough knowledge is required at the 11 level.

LIBRARY TECHNICIAN

PAGE NO. 3

Knowledge of library methods, materials, and organization.

Knowledge of the methods of classifying, cataloging, and shelf-listing books.

Knowledge of the Dewey Decimal and Library of Congress classification systems.

Knowledge of card catalogs, indexes and other reference material used in the library.

Knowledge of research methods used in locating materials.

Ability to understand and carry out instructions.

Ability to operate audio-visual equipment or other equipment used in the work.

Ability to assemble material quickly and efficiently.

Ability to select and compile data for correspondence and reports.

Ability to compose routine correspondence.

Ability to interpret instructions and guidelines to resolve work problems.

Additional Knowledge, Skills, and Abilities

Library Technician 11 (Senior Worker)

Ability to perform the most complex assignments.

Library Technician 11 (Lead Worker)

Ability to explain instructions and guidelines to others effectively.

Ability to organize and coordinate the work of the unit.

Ability to determine work priorities and assign work to employees.

Working Conditions

None.

Physical Requirements

None.

Education

Two years of college in library technology, audio-visual technology, or media technology.

LIBRARY TECHNICIAN

PAGE NO. 4

Experience

Library Technician 8

No specific type or amount of experience is required.

Library Technician 9

One year of experience as a library technician.

Library Technician E10

Two years of experience as a library technician.

Library Technician 11

Three years of experience as a library technician, including one year as a Library Technician E10.

Alternate Education and Experience

Four years of office support experience in a library setting, two years of which shall have been equivalent to the experienced (E7) level, may be substituted for the required education.

Special Requirements, Licenses, and Certifications

NOTE: The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

LIBRTECH

Job Code Description

Position Title

LIBRARY TECHNICIAN-E

LIBRARY TECHNICIAN-A

Position Code

LIBRTCHE

LIBRTCHA

Pay Schedule

W41-015

W41-016